



Montgomery County Department of Permitting Services

255 Rockville Pike, 2nd Floor, Rockville, MD 20850

240-777-6300 Fax: 240-777-6262

<http://permittingservices.montgomerycountymd.gov>



SUBMITTAL GUIDELINES

Additions/Alterations

These guidelines contain a list of plan details, specifications, and technical information generally required for plan review for additions/alterations to single family dwellings (attached or detached). This list is not all-inclusive and detailed, further information may be required if needed at the time of plan review. The plan reviewer may require such engineering certification as a condition or permit approval when the plans and documents are difficult or complicated.

A. General requirements

1. Two complete sets of plans, including site plans, assembled in a logical sequence and bound neatly.
2. Plans and documents must be suitable for electronic scanning (no dark background, no faint copies, no blurred lines or lettering, no lined paper, or graph paper).
3. Clouds, if used, must be identified and dated.
4. Plans that are pieced/taped together will not be accepted.
5. Provide door and window schedule(s) with size, glazing type (tempered, for example), and U-value.
6. Provide location of smoke detectors.
7. Note the year the **existing** building was built.

B. Site plan (two sets) drawn to scale and dimensioned (Scale: 1"= 30')

1. Show property lines, rights-of-way, street name(s), and recorded easements.
2. Show **existing** structures/buildings accurately located and dimensioned.
3. Show **proposed** additions/alterations accurately located and dimensioned.
4. Show other existing/proposed site features (sidewalks, steps, porches, driveways, etc.).
5. Building height, area and use of additions/alterations.
6. Identify existing and proposed construction (e.g., existing one-story masonry garage, proposed two-story frame addition).
7. The site plan should be on a single sheet and the floor plan should be on a single sheet. Preferred sheet size is 24 in. x 18 in - minimum sheet size 8-1/2 in. x 11 in. and maximum sheet size 48 in. x 36 in.
8. Lot coverage-lot area covered by buildings.
9. Location of all sewer, water and storm drainage lines, well & septic systems, rights-of-way, and all easements (including conversation, stormwater management, utility, etc.).

C. Architectural/structural plan (two sets) drawn to scale and dimensioned.

1. Architectural floor plans - one plan for each floor (Scale: 1/8" = 1', preferred 1/4"=1')
 - a. Label floor plan(s) of **existing** building (basement, first story, etc.) affected by the addition/alteration, including dimensions, use of each space, stairways, doors, windows, construction materials, means of egress, etc.
 - b. Label floor plan(s) of **proposed** addition/alteration including dimensions, use of space, stairways, doors, windows, construction materials, means of egress, etc.
 - c. Provide the gross square feet of new space (basement, each floor, and attic).
2. Foundation plan and structural framing plan – one structural plan for each floor (Scale: 1/4" = 1').

- a. Show **existing** footing/foundation and floor/roof structural framing affected by the addition/alteration. Indicate location, size, spacing, and material of all structural and framing elements (sheathing, rafters, trusses, joists, beams, posts, bearing walls, foundation walls, footings, etc.).
 - b. Show footing/foundation and floor/roof structural (line drawing) framing of **proposed** addition/alteration. Indicate location, size, spacing, and material of all structural and framing elements (sheathing, rafters, trusses, joists, beams, posts, bearing walls, foundation walls, footings, etc.), and soil data, if necessary, such as type of soil and bearing capacity.
 - c. When using wood trusses, provide truss design drawings showing depth, span, spacing, bearing widths, design loads, and connections on framing plans.
 - d. Provide a steel lintel schedule, if any, for the support of the brick veneer.
3. Elevations of existing building and proposed addition (Scale: 1/4" = 1')
- a. Show doors, windows, other exterior openings, exterior structural elements, gables, dormers, stairways, chimneys, other exterior architectural features/details, and exterior finish materials.
 - b. Show exterior proposed grade, roof pitch, and vertical dimensions of all construction elements and architectural features.
 - c. Show crawl space, if any, including elevations and vents.
4. Cross-sections (Scale: 1/4" = 1')
- a. Show existing and proposed work affected by the addition/alteration.
 - b. Show vertical dimensions of all significant construction elements (ceiling heights, duct/beam clearances, door/window openings, headroom, door/window heights, sill heights, etc.).
 - c. Show size, spacing, and material of all structural elements (footings, foundation walls, bearing walls, posts, beams, joists, rafters, trusses, sheathing, etc.).
 - d. Show special areas/features (stairs, fireplace/chimney, etc.).
5. Details (Scale: 1/2" = 1')
- a. Show footings, retaining walls, unusual structural arrangements and/or connections, indicating materials and size, type, location, and spacing of reinforcing, connectors, etc.
 - b. Show stairway construction (including spiral/circular) indicating materials and dimensions of all treads, risers, landings, winders, guards, handrails, headroom, etc.

D. Technical information required

1. Specifications
 - a. Design criteria as required by the International Residential Code (IRC) 2000 as amended by Montgomery County for: floor load, roof load, ground snow load, wind loads, seismic design category, frost line depth, decay protection measures, flood-resistant construction provisions, if any, see information on our website at <http://www.montgomerycountymd.gov/mc/services/permitting/bc/nfbldc.htm>.
 - b. Species/grades of framing lumber;
 - c. Grades/classes of other structural elements; and
 - d. Grades/types of construction materials and finishes.
2. Engineering data/computations required to complete plan review.
3. The plan reviewer, at his/her discretion, may require that the structural aspects of the construction documents be signed and sealed by an Architect or Professional Engineer licensed in Maryland.

E. Energy efficiency requirements

1. Energy conservation analysis/computations based on the International Energy Conservation Code 2000.
2. Montgomery County prescriptive package issued by Department of Permitting Services.

Information for energy analysis/computations can be found at the web address below:
(<http://www.montgomerycountymd.gov/mc/services/permitting/bc/nfbldc.htm>)

APPLICATION SUBMITTAL PACKAGE:

- * Two copies of a site plan, drawn to scale (1"=30'; 1"=20'), showing the size and location of all new construction and all existing structures on the site, distances from lot lines and established street grades, drawn in accordance with an accurate boundary line survey.
- ** Two copies of construction plans drawn to scale (1/4"=1'; 1/2"=1'), with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed, including floor plans, cross sections and window and door schedules.
- *** Two copies of manufacturer's installation instructions and requirements, (fireplace and hot tub).
- **** Two copies of energy conservation analysis/computations, as applicable.
(<http://www.montgomerycountymd.gov/mc/services/permitting/bc/nfbldc.htm>)
- ***** If property is located within Barnesville, Brookeville, Laytonsville, Poolesville or Washington Grove, a letter of approval or copy of permit must be submitted at time of application.
- ***** If property is in a Municipality, Special Taxing District or Common Ownership Community, contact them to assure that you are in compliance with their process/requirements.
- ***** There may be height limitations contact zoning office at (240) 777- 6240.
- ***** If dwelling is in historic location, provide stamped plans and letter of conditions from Historic Preservation Commission. For further information please call (301) 563-3400.

NOTE: Properties that lie within incorporated areas typically require building permits from the municipality in addition to Montgomery County Department of Permitting Services (DPS), see **Permit Procedures for Properties Within a Montgomery County Municipality** document issued by DPS.

Failure to comply with these guidelines may result in your plan(s) not being accepted for review.